



STATEMENT OF FINAL ACTUAL PROJECT COST INSTRUCTIONS

NOTE: All current forms and instructions are available on the [Forms](#) page on our website.

GUIDELINES FOR COMPLETION OF FORM DSA 168

Form DSA 168 is to be used by project owner (school district or community college district) to report final actual project costs upon completion of construction for projects subject to review and approval by the Division of the State Architect (DSA) pursuant to Section 4-301 et seq. of the California Building Standards Administrative Code [Part 1, Title 24, California Code of Regulations (CCR)].

Form DSA 168 shall not be used for projects involving Access Compliance review only. Such projects must include the submittal of Report Verifying Actual Project Costs – ACS Only Projects (form DSA 104).

Print or type all information. Use black ink, as the form will be photocopied for DSA use. Incomplete submittals will be returned to the project owner.

DSA FILE NUMBER

Provide DSA File Number as it appears on the DSA Plan Approval Letter for the project.

DSA APPLICATION NUMBER

Provide the DSA Application Number assigned to the project by the DSA Regional Office. The number is available on the DSA approved construction documents, DSA Plan Approval Letter, and through DSA's on-line Project Tracking System available at <https://www.apps.dgs.ca.gov/tracker/default.aspx>.

PROJECT NAME

Identify school, facility or project name as it appears on the DSA Plan Approval Letter.

DISTRICT/OWNER

Provide the name of the school or community college district.

SCOPE OF WORK

List the scope of work as it appears on the form(s) DSA 102 filed for the project.

DSA must determine if any scope or elements included in the original construction documents, approved by DSA, were not constructed since this would preclude refund of fees.

NOTE: If completing this form electronically, the form will automatically calculate and enter the amounts on lines 4 and 6.

LINE 1 TOTAL ORIGINAL CONSTRUCTION CONTRACT AMOUNT

Enter the original construction contract amount or the sum of multiple original contract amounts as reported on Contract Information form(s) DSA 102 for the project. Include all costs as defined in CCR Title 24, Part 1, Section 4-322 for all work included in the approved plans and specifications.

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LINE 2 TOTAL CHANGE ORDER AMOUNT FOR ADDITIVE CHANGE ORDERS

Enter the total **additive** costs from change orders and other contract amendments. Include the estimated value of work performed by any school/community college district employees and/or volunteers and for any donated materials or materials provided by the district.

If there are no additive changes to the contract amount(s), enter "0". If left blank, the form will be returned to project owner as an incomplete submittal.

LINE 3 TOTAL CONSTRUCTION MANAGEMENT AMOUNT

Enter the total cost of construction management services as required by CCR Title 24, Part 1, Section 4-322. See DSA Interpretation of Regulations (IR) A-23 for additional information. If no reportable construction management services (as described in DSA IR A-23) are applicable to the contract, enter "0". If left blank, the form will be returned to project owner as an incomplete submittal.

LINE 4 PROJECT COST FOR DSA FEE RECONCILIATION

Enter the sum of lines 1, 2, and 3. This amount will be used by the DSA to determine the need to assess further fees in accordance with CCR Title 24, Part 1, Section 4-325.

LINE 5 TOTAL CHANGE ORDER AMOUNT FOR DEDUCTIVE CHANGE ORDERS

Enter the total **deductive** costs from change orders and other contract amendments. Enter a negative dollar amount, or, if there are no deductive changes to the contract amount(s), enter "0". If entering a dollar amount, precede it with a minus (-) sign. The preprinted minus sign is only a reminder. If left blank, the form will be returned to project owner as an incomplete submittal.

LINE 6 FINAL ACTUAL PROJECT COST

Enter the sum of lines 4 and 5.